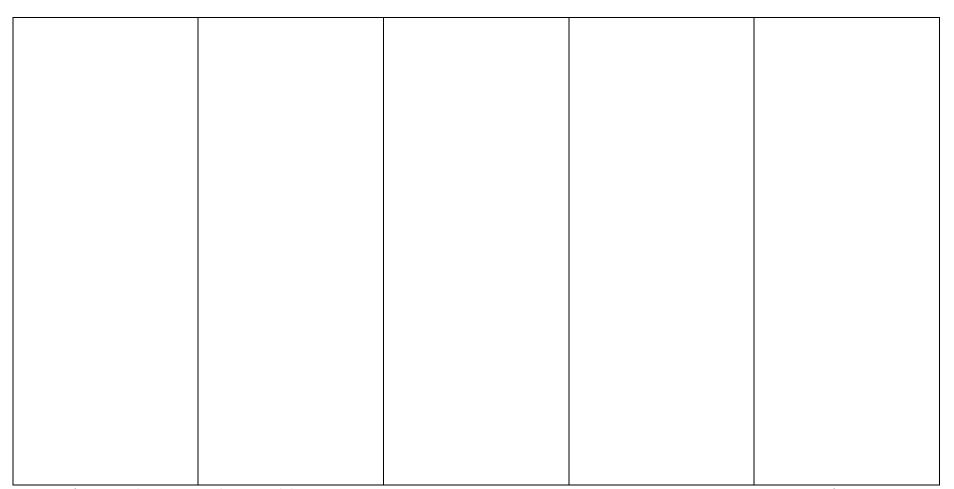
Massachusetts Focused Monitoring Team Composition

Team Composition	Logistics	Training Needs	Regional Breakdown	Teams
1. Team Facilitator –	• # of Teams	• Parent Team	Region SC	Team Team Fac/,RS/
Regional Specialist	• 6 teams @	Members	<u>Tran</u>	<u>Parent</u>
within the region (historical perspective & knowledge)	approximately 2 visits per year	General Overview;EI systemIFSP	West:	# 1
Role: Point person for gathering information; coordination and scheduling of onsite	 Consistency of Team Consistent team of four members; 	 IDEA Confidentiality Group	Central:	# 2
activities; determines information needs;	Team Facilitator, Regional Specialist, and	Facilitation skills	MW:	# 3
participates in the desk audit; formal report to	parents.		Boston	#4
provider with findings and recommendations.	Schedule consistent week of month for desk	Entire TeamOverview of Focused	Southeast:	# 5
2. Regional Specialist – outside of the regionRole: Participates in desk	audit, onsite visits, etc.	Monitoring Process, onsite	Northeast:	# 6
audit, formulation of hypothesis, onsite protocols, activities, and information gathering; assists in formulation of final report.	 Time Commitment Time Span; 10 visits in 12 months 2 days on site (6hrs + travel) + ½ day desk audit(4 hours) 	protocols including file, and activities, roles and responsibilities, etc.		
3. Parent Team	• Total = 20hrs x 2			

Members – (parents of EI	• 40 hours/year +		
graduates, no children	training time		Team Schedule
currently on IFSP;			
Recruitment & training;			
participate in semi-			
interview process and			
training, cannot monitor			
EIP child has graduated	• Funding		
from.			
Role: participates in desk	Parent team		
audit, onsite protocols,	member funding –		
activities, and information	parent stipend.		
gathering; provides input			
in the formulation of final			
report.			
4. Program Director -			
from targeted			
Program.			
Role: Provide			
information for desk			
audit; be available to			
assist in the coordination			
and scheduling of onsite			
activities; available to			
answer questions and			
provide clarification to			
findings during onsite			
visit.			
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DPH Early Intervention Program Director Training Monitoring Team Composition Grid December 5, 2005

Focused